

# Preparing for Retirement



ERS April 2007

## DROP Distribution Part II

### DROP participants may receive distribution of their DROP account funds in two ways:

1. Receive a lump sum-payment of the total DROP account balance less the required 20% federal income tax withholding. No portion of the distribution is subject to state of Alabama income tax.
2. Rollover all or a portion of the account balance to a traditional IRA, another eligible employer retirement plan, a 403(b) Tax Sheltered Annuity, or a governmental 457(b) plan that accepts rollovers.  
**The RSA-1 Deferred Compensation Plan (457 plan) accepts rollovers from your DROP account.**

Read the SPECIAL TAX NOTICE REGARDING RSA PAYMENTS that will be distributed to you prior to making your selection. All of the forms listed in this section are available from the ERS, your payroll officer or may be downloaded from our Web site at [www.rsa.state.al.us](http://www.rsa.state.al.us). **No distribution from your DROP account will be made until you terminate employment with any RSA participating agency.** Any recurring monthly benefit may be distributed electronically to your financial institution by completing the DIRECT DEPOSIT AUTHORIZATION form.

### Applying for DROP Distribution – Early Termination

1. Complete the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form (RSA 10 D-D) required to authorize distribution of the DROP account balance. The election to receive either a lump-sum payment or to make a rollover will be made on this form. If you elect to have a full distribution of your DROP account, the ERS will withhold 20% for federal income taxes. The form must be signed and notarized, but no employer certification is required. If you elect to rollover all or a portion of your DROP account, sign and have the form notarized before sending it to the Trustee of the eligible retirement plan you have elected to make your rollover to. The Trustee should mail the completed form to the ERS.
2. Complete the REQUEST FOR EARLY TERMINATION OF DROP form (ERS 10 D-E). Indicate the reason for the early termination and complete the federal income tax withholding certificate. Sign and have the form notarized before sending it to your employing agency for them to certify your employment. If you are a state of Alabama employee, you and your employer need to complete the Insurance Authorization information on the reverse side of the form.
3. Send both the completed REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form and the REQUEST FOR EARLY TERMINATION OF DROP form to the ERS. If electing a rollover, the Trustee will send the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form to the ERS. Both forms must be completed and returned to the ERS at least 30 days prior to termination of employment, if possible.
4. Supporting documentation must be included with the forms. If the termination is involuntary, submit a copy of the termination letter. If the termination is due to a disability, the DROP participant must complete and submit the REPORT OF DISABILITY PACKET. The STATEMENT OF EXAMINING PHYSICIAN form (also used to apply for a disability retirement) in the REPORT OF DISABILITY PACKET must be signed by the member and completed by his or her attending physician. If the termination is due to involuntary transfer of spouse, submit a copy of the transfer letter on company letterhead.

## **Applying for DROP Distribution – Participation Period Completed**

1. Complete the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form (RSA 10 D-D) required to authorize distribution of the DROP account balance. The election to receive either a lump-sum payment or to make a rollover will be made on this form. If you elect to have a full distribution of your DROP account, the ERS will withhold 20% for federal income taxes. The form must be signed and notarized, but no employer certification is required. If you elect to rollover all or a portion of your DROP account, sign and have the form notarized before sending it to the Trustee of the eligible retirement plan you have elected to make your rollover to. The Trustee should mail the completed form to the ERS.
2. Complete the REQUEST FOR DROP TERMINATION PARTICIPATION PERIOD COMPLETED form (ERS 10 D-C). Complete the federal income tax withholding certificate. Sign and have the form notarized before sending it to your employing agency for them to certify your employment. If you are a state of Alabama employee, you and your employer will also have to complete the Insurance Authorization information on the reverse side of the form.
3. Send both the completed REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form and the REQUEST FOR DROP TERMINATION PARTICIPATION PERIOD COMPLETED form to the ERS. If electing a rollover, the Trustee will send the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form to the ERS. Both forms must be completed and returned to the ERS at least 30 days prior to termination of employment, if possible.

## **Applying for DROP Distribution – Death During DROP Participation**

1. The beneficiary must complete the APPLICATION FOR BENEFICIARY PAYMENT – DROP form (RSA-DROP BEN). The beneficiary will complete Part I, Part II, and Part III; sign and have the form notarized. The employer of the deceased member will complete Part IV and send the form to the ERS. A copy of the death certificate must accompany this form.
2. How the DROP account balance is distributed depends on whether the beneficiary is a surviving spouse or not. A non-spousal beneficiary may receive the distribution in a lump-sum payment or make a direct rollover to an IRA created for that purpose. If the beneficiary is a surviving spouse, the surviving spouse may elect to either have the full account balance paid directly to them less the 20% mandatory withholding on taxable portion of payment, or have all or a portion of the account balance rolled over into an eligible retirement plan.
3. If you elect to rollover all or a portion of your DROP account, sign and have the form notarized before sending it to the Trustee of the eligible retirement plan you have elected to make your rollover to. The Trustee should mail the completed form to the ERS.

## **DROP Participation Period Completed – Will Continue Employment**

Complete the REQUEST FOR DROP TERMINATION PARTICIPATION PERIOD COMPLETED/CONTINUED SERVICE form (RSA 10 D-CCE). Check the box indicating you will be continuing employment after you have completed the DROP participation period. Sign the form and have it notarized. Have your employer certify your employment and have them return the form to the ERS. The 5%, 6%, or 10% retirement contributions which are currently being deducted from your compensation and remitted by your employer will again be routed to a retirement account where you will earn additional credit toward a future monthly retirement benefit. No further deposits will be made to your DROP account; however, it will continue to accrue interest.

## **Once you terminate employment post-DROP:**

1. Complete the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form (RSA 10 D-D) required to authorize distribution of the DROP account balance. The election to receive either a lump-sum payment or to make a rollover will be made on this form. If you elect to have a full distribution of your DROP account, the ERS will withhold 20% for federal income taxes. The form must be signed and notarized, but no employer certification is required. If you elect to rollover all or a portion of your DROP account, sign and have the form notarized before sending it to the Trustee of the eligible

- retirement plan you have elected to make your rollover into. The Trustee should mail the completed form to the ERS.
2. Complete the TERMINATION OF EMPLOYMENT OF CONTINUED SERVICE - POST DROP form (ERS 10 D-CT). Complete the federal income tax withholding certificate. Sign and have the form notarized before sending it to your employing agency for them to certify your employment. If you are a state of Alabama employee, you and your employer will also have to complete the Insurance Authorization information on the reverse side of the form.
  3. Send both the completed REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form and the TERMINATION OF EMPLOYMENT OF CONTINUED SERVICE - POST DROP form to the ERS. If electing a rollover, the Trustee will send the REQUEST FOR DROP DISTRIBUTION AND ROLLOVER ELECTION form to the ERS. Both forms must be completed and returned to the ERS at least 30 days prior to termination of employment, if possible.

Prepared by the Communications staff of the Retirement Systems of Alabama.  
To have your questions answered in "Preparing for Retirement", please address them to:  
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